



Urban and Community Forestry Partnership Grant Program 2005-2006 Application and Guide



*In cooperation with USDA Forest Service
Utah Division of Forestry, Fire and State Lands
Utah Community Forest Council*

PROGRAM OVERVIEW

Program Administrator

This program is administered through the Utah Division of Forestry, Fire and State Lands in cooperation with the USDA Forest Service and the Utah Community Forest Council.

Program Goals

To develop, enhance, and support sustainable urban and community forestry programs throughout Utah.

Program Objectives

- Improve public understanding of the benefits of preserving and expanding tree cover in communities.
- Provide educational programs and technical assistance to communities, individuals and organizations, in the maintenance and care of trees.
- Assist local governments with projects that will lead to more effective and efficient management of urban and community forests.
- Enhance the technical skills of individuals involved in the planning, development and maintenance of urban and community forests.
- Assist communities in meeting the requirements for Tree City USA and Tree City USA Growth Awards
- Promote volunteerism, multi-cultural awareness, and involvement of non-profit organizations in implementing urban and community forestry programs, particularly in communities where participation in urban and community forestry efforts has been limited.

Funds Available

This is a reimbursement grant program. Federal grant monies awarded under this program will be paid only upon completion of granted projects, and submission of a final report. Funds will be available to communities and organizations on a competitive basis in a 1:1 cost share match program. Successful applicants must provide a local match equal to or greater than the grant award. The applicant's matching funds cannot come from other Federal funds. Community forestry and tree planting grant requests will have a minimum grant of \$500 and a maximum of \$3,000.

Eligible Applicants

Eligible applicants include Utah state, county and local governmental units, non-profit 501(c)(3) groups, educational institutions, and tribal governments. Volunteer groups, neighborhood associations, and civic groups may work in conjunction with and through one of the above.

Application Deadline

October 31, 2005

Project Completion Date

May 26, 2006

Final Report Deadline
June 23, 2006

For Additional Information Contact:

Dave Grierson
Community Forestry Program Coordinator
Utah Division of Forestry, Fire and State Lands
1594 W. North Temple, Suite 3520
Salt Lake City, UT 84116
Telephone: (801) 538-5504
Email: davegrierson@utah.gov

CATEGORIES OF FUNDING

1. Tree Planting Projects (TP)

The purpose of this program is to provide funding to communities for tree planting in public areas and encourage lasting urban forestry programs across the state of Utah. Examples of possible projects are tree planting in parks, school gardens, playgrounds, and along public roads. A planting plan including the tree species that will be used, sizes to be planted and a site map showing the location of plantings, must be submitted. **All tree planting proposals must include a detailed three-year maintenance plan with names of responsible parties for the maintenance.**

2. Community Forestry Establishment Programs (CE)

The purpose of this program is to establish or improve a local government or non-profit group (e.g. shade tree commission) tree management program. *Underrepresented* and *underserved* populations and communities are strongly encouraged to apply. The four criteria to become a Tree City USA are:

1. A Tree Board or department
2. A tree care ordinance
3. A community forestry program with an annual budget of at least \$2 per capita
4. An Arbor Day Observance and Proclamation

(Further info: <http://www.arborday.org/programs/TreeCityStandards.html>)

Examples:

Tree Board or Shade Tree Commission Development – Organize a new tree board or commission to develop and administer a community forestry program. The group should be supported by an ordinance and given the responsibility and authority to act in coordination with a city department.

Public Tree Ordinance – Develop or revise a municipal tree ordinance that addresses such matters as establishing municipal authority over public trees, setting standards for tree planting, maintenance and management, and outlining enforcement.

(Further info: <http://www.arborday.org/programs/TreeCityStandards.cfm#2>)

Tree Inventory Analysis or Management Plans – Conduct or update an inventory of street, park or other public trees. This is a management tool, which documents tree species, size and condition.

3. Community Forestry Development Programs (CD)

The purpose of this program is to promote and enhance urban forestry programs for communities that have already achieved Tree City USA standing. The intention is to develop programs for communities to become eligible for Tree City USA Growth Awards. Examples of possible projects are building partnerships (e.g. with local businesses or educational groups), create public service materials including brochures, exhibits, videos, or slide shows. There are four separate categories for the growth awards:

1. Category A: Education and Public Relations
2. Category B: Partnerships
3. Category C: Planning and Management
4. Category D: Tree Planting and Maintenance

Examples:

Training and Continuing Education – Provide urban forestry related training and educational opportunities for tree board members, local officials, city personnel, private tree workers. Grants may also be used to purchase training videos, publications and reference materials.

Public Education – Develop or purchase educational materials that increase public awareness and understanding of urban tree values and benefits of tree care. Grants may be used to develop newsletters, brochures, videos, slide programs, and web pages.

Demonstration/Educational Tree Planting – Plant trees in association with an educational event or project. Examples include planting trees in low-income housing areas, demonstrate benefits of energy conservation, riparian stabilization, soil and water conservation, wildlife habitat enhancement, utility line compatibility, etc.

Building Partnerships - A cooperative program between the city and a utility was initiated or significantly improved, resulting in additional tree planting, planting appropriate species, improved pruning and other tree care, or utility designation as a Tree Line USA.

(Further information available at: <http://www.arborday.org/programs/TreeCityGrowthAwd.html>)

APPLICATION REQUIREMENTS

Application Deadline

The closing date for 2005-2006 grant application is October 24, 2005. **Four** copies of the completed applications should be submitted to the following address no later than October 24, 2005 or e-mail completed application to davegrierson@utah.gov

Community Forestry Partnership Grant
Attn: Dave Grierson,
Acting ,Urban Forestry Coordinator
Division of Forestry, Fire and State Lands
1594 W. North Temple, Suite 3520
Salt Lake City, UT 84116

Application should include the following:

1. Project narrative (one page or less) describing the goals and objectives and a summary of the project activities, who would perform them
2. Project Work Plan with description of site, which may include photos, drawings and maps
3. Participants including sponsors, project coordinators and volunteers
4. Name of either regional area foresters from the Utah Division of Forestry, Fire and State Lands or a member of the Utah Community Forest Council who you have consulted with about this project.
5. Describe specifically what will the grant money be spent on
6. **Proposed Budget**
7. **Provide sources of cash contributions and value of in-kind contributions.**
8. Timeline for completion.
9. Anticipated future benefits to community.
10. *For tree planting grants a detailed three-year maintenance plan with parties responsible.

RATING CRITERIA

Selection Process

Applications will be reviewed and ranked by a committee composed of the Urban and Community Forestry Coordinator and select members of the Utah Community Forestry Council

Evaluation Criteria

Applications will be rated based on the project's goals and project quality. Evaluation will be based on meeting the urban and community forestry goals and objectives to develop, enhance, and support sustainable urban and community forestry programs throughout Utah. Some of the criteria include:

Tree Planting Grants:

1. *Type of Project:* Is this project relevant to the goals of community forestry?
2. *Project Design:* Appropriate time frame for completion and ability of applicants to follow through and complete?
3. *Tree species:* Appropriate tree species for site ("The Right Tree in the Right Place")
4. *Use of Volunteers:* Will this project use volunteers and foster volunteerism and partnerships within the community?
5. *Cost effectiveness:* Does the project budget appear reasonable for the proposed activities?
6. *Matching resources:* Does the proposal show adequate and sufficient matching non-federal resources?

Community Forestry Establishment Program Grants

1. *Developmental change:* Will this project have an effect of a community's forestry program and will it advance from a project level towards a sustained program?
2. *Need or Purpose:* Does the project have a clear intent to respond to a community's needs?
3. *Long-term commitment:* Is the community committed to the long-term maintenance of the project?
4. *Matching resources:* Does the proposal show adequate and sufficient matching non-federal resources?

Community Forestry Development Grants

1. *Type of Project:* Is this project relevant to the goals of community forestry?
2. *Developmental Change:* Is the grant recipient registered as a current Tree City USA?
3. *Need or Purpose:* Does the project have a clear intent to meet one of the Tree City USA growth category awards?
4. *Long-term commitment:* Is the community committed to the long-term maintenance of the project?
5. *Matching resources:* Does the proposal show adequate and sufficient matching non-federal resources?

PROJECT FUNDING, INSPECTION, REPORTING AND PAYMENT

Funding Information

The funding range for most proposals is \$500 to \$3,000. Grant funding provided by the USDA Forest Service, State and Private Forestry. This is a matching grant program requiring a 1:1 match. Only actual costs and expenses will be reimbursed. Volunteer labor and in-kind donations can be used for a local match equal to or greater than the grant award, but will not be counted as expenses for reimbursement.

The grant period will begin as soon as successful applicants are notified and end May 26, 2006. Grant payments will be made upon review of financial documentation. Successful applicants must maintain project records including paid invoices, time & attendance sheets, and cancelled checks. Project final reports must be submitted 30 days after completion or by **June 23, 2006**.

Matching Contributions

Matching support may be in the form of *cash purchases* or *in-kind contributions*, and all of these contributions must come from **non-Federal sources**.

Cash Purchases are direct out of pocket expenditure for eligible project activities that are documented by paid invoices, canceled checks, signed receipts or payroll records.

In-Kind Contributions include: third party donations of supplies or equipment, value of time by employees or volunteers on eligible project activities. Assistance provided by Federal employees may not be claimed as part of the local match.

In-Kind Contribution Guidelines

- Volunteers - \$17.19 hour (must include sign-up sheet of volunteers, date, and hours worked)
- Donated professional services – use customary rates for services provided
- Donations of materials – use customary retail rates

Eligible Expenses for Grant Reimbursement

For Tree Planting (TP) Projects: Trees, and a small portion of other incidental costs such as shrubs, ground covers, and irrigation materials. For Community Establishment (CE) Projects: Tree care training materials and seminars, tree inventory software and training. For Community Development (CD) Projects: Brochures, pamphlets, slides, posters, and outreach programs.

Ineligible Expenses for Grant Reimbursement

- Food, drinks and refreshments for meetings, volunteers, etc.
- Costs associated with preparing the grant application
- **Expenses not supported by proper documentation**
- Nursery structures or equipment, play structures or playground equipment
- Tools, *e.g. chainsaws*
- Computers, printers, office equipment

Review of Projects

The Utah Division of Forestry, Fire and State Lands reserves the right to inspect projects at any time. All educational materials (written or video developed as part of a grant project) should be reviewed by a Utah Division of Forestry forester or UCFC Board member prior to final printing to insure that standards for tree planting and maintenance are met.

Project Completion Report

Within 30 days of the completion of the project (or June 23, 2006 at the latest), a final report must be submitted to the Urban Forestry Coordinator including the following:

1. Name of organization
2. Project Awarded
3. Project coordinator and contact information
4. Brief summary detailing how the project accomplishments achieved the intended purpose; for example a tree planting project detailing the number and species of trees planted, photos of completed project and maintenance plan
5. **A cost summary showing eligible costs, cash and in-kind matching contributions, and donated items.**
6. **Supporting documentation of invoices and cancelled checks, for in-kind labor volunteer log sheets, and letters verifying fair market value of donated items or services.**

Payments to Grant Recipients

Payments will be made as reimbursement for approved project expenditures. The grants administrator will review all reports. Reimbursement will be based on the Federal share (not to exceed 50%) of the project's actual costs.

Appendix I

Division of Forestry Fire and State Lands – Area Managers

Salt Lake City Office — Utah Division of Forestry, Fire, and State Lands

Dave Grierson – Urban Forestry Coordinator (801) 538-5504

Email: davegrierson@utah.gov

Wasatch Front Office — Tooele, Morgan, Weber, Davis, Salt Lake Counties

Scott Zeidler – Wasatch Front Community Forester (801) 538-5351

Cedar City Office (Southwest) — Beaver, Garfield, Iron, Kane, Washington Counties

Ron Wilson – Area Manager (435) 559-8025

Logan Office (Bear River Area) — Box Elder, Cache, Rich Counties

Craig Pettigrew – Area Manager (435) 752-8701

Moab Office (Southeast) — San Juan, Emery, Grand, Carbon Counties

Gary Cornell – Area Manager (435) 259-3766

Richfield Office (Central) — Sanpete, Sevier, Juab, Millard, Wayne, Piute Counties

Jason Johnson – Area Forester (435) 896-5697

Vernal Office (Northeast) — Daggett, Summit, Duchesne, Uinta, Wasatch, Utah

Dale Jablonski – Area Manager (435) 781-5463

UCFC Board Members

Scott Bunker - Provo City Forester (801) 852-6920

Mike Marrett - Sandy City Parks (801) 561-6718

Julie Hess – West Jordan Forester (801) 569-5703

Appendix II

Tree Planting and Maintenance Specifications

At Planting Time: Once tree is set in the hole, cut and remove all twine around trunk and around the root ball. Remove all burlap from the sides of the ball, and at least 18” of the top half of the wire basket surrounding the root ball. Also cut any girdling roots.

Immediately After Planting:

1. *Watering* – Water each plant immediately and continue watering until bubbles stop rising in the watering basin. Add additional soil, if needed to eliminate air cavities or to cover exposed roots. The top of the root collar must be level with the surrounding soil grade (a common mistake is to plant trees with the root collar below soil grade)
2. *Mulching* – Shredded wood chips or other organic material up to four inches thick in a three to four foot diameter around the tree. Keep mulch a minimum of four inches away from the tree trunk.
3. *Staking* – Remove the ties, labels and trunk protectors immediately after planting.
4. *Pruning* – Do not remove lower branches, the leader (main shoot), or permanent lateral branches. Limit pruning of newly planted trees to the removal of rubbing, dead or broken branches or of a competing leader. For large deciduous shade trees, begin removal of lower branches in the 2nd or 3rd year to promote good form. Limit branch removal to no more than 25% of total branches each year thereafter.

Extended Maintenance

1. For the three years following planting the grantee or designated authority will maintain tree by regular or routine watering, checking for insect and disease, weeding, structural pruning, and fertilizing if necessary.
2. Each year, watering berms must be increased in diameter to include the entire area under the tree's canopy to encourage roots to grow laterally. In areas of winter freezing, it is important to break down berms at the beginning of winter so ice dams do not form around the base of the tree. These berms can be rebuilt each watering season and should be made larger in diameter every year.